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Maintenance

**MUNITIONS ACCOUNTABILITY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 18 MUNS/LGWP
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This instruction implements AFD 21-2, *Nonnuclear and Nuclear Munitions*. It prescribes policies and procedures for the accountability and reconciliation of all munitions used by the 18th Wing. The policies and guidelines established by the procedures contained in PACAFI 21-101, *PACAF Aircraft Maintenance Organization and Procedures*, and AFI 36-2217, *Munitions Requirement for Aircrew Training*. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

Explains in greater detail procedures and responsibilities for munitions accountability on Kadena AB. Reconciliation procedures have been redefined and clarified and specific responsibilities assigned. Procedures have been added addressing what to do if the account does not reconcile. Revised accountability forms were added. A bar (|) indicates revision from the previous edition.

1. Responsibilities.

1.1. Maintenance and operations personnel will be responsible for complying with the procedures of this instruction. The 44th Fighter Squadron (44 FS), and 67th Fighter Squadron (67 FS), and 33rd Rescue Squadron (33 RQS) in conjunction with 18th Munitions Squadron (18 MUNS) Munitions Controllers are responsible for directing the timely compliance of these procedures.

1.2. All units assigned to Kadena AB who use AFI 36-2217 munitions from Custody Account numbers 170AO, 170DA, 170DB, 170DC, and 170DO will identify their munitions requirements to include "Static Display" requirements in the weekly flying schedule. Further, all special requirements for munitions such as ORI and TDY will be forecast through HQ PACAF Chief of Munitions (HQ

PACAF/LGW) and HQ PACAF Director of Operations (HQ PACAF/DO) when the annual allocation is submitted.

1.3. Requirements involving transfer of munitions allocations within the PACAF area will be coordinated through Munitions Operations, Customer Support Section no later than 120 days prior exercise start date to ensure availability of assets.

2. Procedures.

2.1. The 44 FS, 67 FS, 33 RQS, and deployed units weapons personnel will:

2.1.1. Contact 18 MUNS Munitions Control for delivery or return of munitions. They will inform control of the type of munitions, quantity, location, and time required for delivery or return of munitions.

2.1.2. Ensure personnel are available to receipt for munitions.

2.1.3. Account for munitions quantities and lot numbers for each aircraft.

2.1.4. Initiate AF Form 2434, **Munitions Configuration and Expenditure Document** or 18 WG Form 62, **Munitions Configuration and Expenditure Document**, NLT 2 hours after the last aircraft downtime for all munitions activities. Be prepared to reconcile with the custody account custodian or designated representative (para 2.2.).

2.1.5. Download and count all expended chaff and flare magazines daily. Return magazines to munitions Flight Line Support (FLS) element for replenishment. Tag unserviceable magazines with AFTO Form 350, **Repairable Item Processing Tag**, stating the discrepancy.

2.1.6. Ensure each F-15 C/D aircraft gun system contains at least 430 rounds of 20MM TP/TPT ammunition for dart missions.

2.2. Reconciliation Procedures:

2.2.1. Weapons flights will coordinate with 18 MUNS Munitions Control. Daily reconciliation will take place NLT 2 hours after the last aircraft downtime.

2.2.2. The custody account custodian or a designated representative will meet with Weapons Flight personnel and reconcile munitions deliveries and returns by comparing information on documentation.

2.2.3. Due to the location of the Core Automated Maintenance System (CAMS) terminal, Munitions Control will provide Precision Guided Munitions (PGM) element with missile cumulative flight hours. However, if for any reason required information cannot be obtained from CAMS, PGM will gather flight hour information from the respective fighter squadrons.

2.3. When Disparities in Reconciliation Exist:

2.3.1. Munitions Control will suspend all Custody Account munitions affected from issue to the using organization.

2.3.2. A full investigation will be initiated to resolve the disparity.

NOTE: If no expenditures (weather cancel, aborts, etc.), then aircraft may remain loaded with the exceptions outlined in paragraphs 2.1.6.

2.3.3. As a minimum, the using organization will conduct a thorough search of the following areas:

2.3.3.1. The aircraft involved.

2.3.3.2. The location where munitions were uploaded or downloaded.

2.3.3.3. Universal Ammunition Loaders (UAL) in their immediate area.

2.3.4. All 18 MUNS personnel involved will initiate a thorough search in the following areas:

2.3.4.1. The maintenance area and equipment involved.

2.3.4.2. The 18 MUNS FLS element will recheck all paperwork, verify the 18 MUNS FLS count, and contact all sections involved to ensure that an adequate search is being conducted for all lost munitions.

2.3.5. Approval from 18 MUNS Maintenance Supervision will be required to resume delivery of munitions if the discrepancy cannot be rectified.

2.4. The 18th Operations Group Weapons Manager will ensure each weapons load crew maintains strict control of delivered and downloaded munitions until 18 MUNS FLS element personnel resume custody.

NOTES:

In the event the gun system cannot be fully loaded or downloaded (i.e. due to an inoperative or jammed gun) the 20MM ammunition will be placed in M548 (20MM) cans and an AFTO Form 350 attached with the following information on the tag:

Aircraft Tail Number

Time and Date

Count of Live and Brass Rounds

2.5. The Weapons Flight will:

2.5.1. Notify 18 MUNS Munitions Control when there is a gun jam requiring removal of 20MM ammunition by Armament Systems personnel or Explosive Ordnance Disposal (EOD) and give ammo, type, lot, a/c, or UAL numbers involved.

2.5.2. Ensure all undamaged 20MM live rounds and expended casings are placed into 20MM ammunition cans or UAL before returning to the 18 MUNS.

NOTE: In the event 20MM ammunition casings are ruptured or there is evidence of loose propellant, the affected 20MM ammunition will be placed into a metal container. Weapons Load Expeditors will notify handling personnel of the above ammo.

2.6. The 18 MUNS Munitions Control will:

2.6.1. Direct the delivery and pick-up of all Custody Account munitions. Delivery or pick-up will be to or from a specific location or aircraft identified by tail number in the weekly flying schedule or AF Form 2407, **Weekly/Daily Flying Schedule Coordination**.

2.6.2. Direct the delivery of all unserviceable munitions to 18 MUNS FLS element for physical count and inspection.

2.6.3. Notify the Custody Account custodian or designated representative when respective units are ready to reconcile munitions and suspend movements until accomplished.

2.6.4. Notify the appropriate sections when the account doesn't reconcile. Munitions deliveries will not resume until the disparity is resolved.

2.6.5. Resume munitions deliveries when approved by 18 MUNS/LGW.

2.7. The 18 MUNS Munitions Accountable System Officer will ensure that the account custodian and alternates are thoroughly trained and follow the guidance in the customer support guide.

2.8. The 18 MUNS Custody Account Custodian and Alternates will:

2.8.1. Act as liaison for all training munitions requirements for the 18 WG and deployed units.

2.8.2. Prepare all necessary DD Form 1150/AF Form 2005, **Request for Issue** or **Turn-In Requirements** for issues, turn-ins, or expenditures, and submit the forms to the Munitions Operations Section.

2.8.3. Provide a weekly munitions account status report to 18th Wing Director of Weapons, 18 MUNS Maintenance Supervision and Munitions Operations.

2.8.4. Keep an accurate listing of all munitions on-hand, maintain a log for 20MM uploaded, downloaded, and expended by lot number.

2.8.5. Perform reconciliation procedures.

2.8.6. Ensure authorized munitions are on-hand, in sufficient quantities, and are available for use before actual need as reflected in weekly flying schedule provided by the using units.

2.9. The 18 MUNS FLS element personnel will:

2.9.1. Deliver munitions as directed by Munitions Control. Upon delivery, the driver will complete documentation describing the type, quantity, and lot number of munitions delivered or picked-up and what equipment, if any, was used.

2.9.2. Ensure TMU-72/B argon replacement is tracked/documented by bottle serial number. Driver will document bottle issued, bottle removed, CATM-9 tail number and aircraft tail number.

NOTE: Ensure 20MM upload or download tracking sheet is properly completed, to include weapons crew chief's review, prior to hook up to tow vehicles.

2.9.3. Maintain strict control of delivered munitions until an authorized person from the using organization signs for the munitions.

2.9.4. Ensure all downloaded 20MM, chaff cartridges, and flares are placed in appropriate cans or kits.

2.9.5. Provide the account custodian or alternate with all Munitions Movement Orders at the end of each flying day.

2.9.6. For 20MM downloaded from jammed guns into M548 cans, ensure a AFTO Form 350 is filled out and attached.

2.9.7. Count and inspect all flight line returns. Quantities by type, condition code, and all expenditures will be provided to the account custodian as soon as possible.

2.9.8. Coordinate all unserviceable munitions turn-ins with the account custodian. All completed documents will be forwarded to the custodian.

2.9.9. Ensure all munitions in their maintenance building are properly stenciled and the DD Form 1500 series tag has the correct quantity annotated.

2.9.10. Daily forward a complete list of TMU-72/B argon bottles in use by serial number to PGM element after completion of flight line munitions reconciliation.

3. Form Prescribed. 18 WG Form 62, Munitions Configuration and Expenditure Document.

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